

7 FAM 1300 APPENDIX V SUPPLEMENTAL VISA PAGE INSERTS

(CT:CON-454; 04-15-2013)
(Office of Origin: CA/OCS/L)

7 FAM 1310 APPENDIX V SUMMARY

(CT:CON-454; 04-15-2013)

- a. Each set of supplemental visa page inserts (also known as "visa page inserts") adds an additional 24 pages to a passport. They extend the useful life of a passport as an accommodation to individuals who travel frequently to countries requiring visas.
- b. A fee to add supplemental visa page inserts was established in July 2010. This fee recovers the cost of having the supplemental visa page inserts placed in the existing passport book by trained personnel and the necessary security checks involved. The current fee is listed in the Schedule of Fees for Consular Services (22 CFR 22.1). If multiple visa page inserts are added at the same time, only one fee should be charged.
- c. The Bureau of Consular Affairs (CA) recommends adding no more than two sets of visa page inserts to a passport for the reason that the added thickness may result in damage to the binding of the book during its validity.
 - (1) This two-set recommendation applies to both legacy and e-passport books;
 - (2) Agencies/centers and posts may add a third visa page insert into passports that have been well cared for and show little wear and tear. A third visa page insert will not affect the integrity of such books;
 - (3) A fourth visa page insert must not be added unless it is an emergency circumstance.
- d. If possible, visa page inserts should be placed between unused visa pages or ones containing entry/exit stamps only. Unless it is unavoidable, do not place inserts between pages with valid visas on them or at the endorsement page at the back of the book.
- e. Legacy (non e-passport) visa page inserts are no longer being produced by the Government Printing Office (GPO). However, some passport agencies/center and posts abroad may still have some in their inventory. Until you exhaust your supply, you should continue to use the legacy visa page inserts in your inventory for applicants who request additional visa pages in their legacy passports. For those passport agencies/centers and posts abroad that do not have any legacy visa pages, e-passport visa pages can be added to eligible

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legacy books.

- f. Use the e-Passport visa page inserts for applicants who request additional visa pages in their e-Passports.

NOTE: If you inadvertently run out of the e-passport style visa page inserts, but still have on hand a supply of the legacy visa page insert pages, you may use the legacy visa page insert so as not to inconvenience the applicant. This course of action should be a very rare occurrence. Agency/center management and post consular management must ensure that they have a sufficient supply of e-Passport visa page inserts and corresponding supplemental foils (posts only) in stock at all times. (See 7 FAM 1340 Appendix V a(2) and 7 FAM 1340 Appendix V b(3).)

- g. Supplemental visa page inserts cannot be added to any Emergency Photodigitized Passports (EPDPs) issued by posts. Bearers of EPDP passports must instead apply for a new passport.
- h. Consular agents can no longer add visa page inserts to passports because they do not have access to the controlled supplemental endorsement foils or the American Citizen Services (ACS) system required to process the foils.
- i. Applicants' names must be cleared in the Consular Lookout and Support System (CLASS) before a visa page insert may be added to a passport.

7 FAM 1320 APPENDIX V PROCEDURES FOR PASSPORT AGENCIES AND CENTERS

(CT:CON-363; 03-04-2011)

- a. When a Form DS-4085, Application for Additional Visa Pages or Miscellaneous Passport Services, is submitted requesting additional visa pages for an existing passport, you must take the following actions:

(1) At Adjudication:

- (a) Clear the name in the Consular Lookout Support System (CLASS);
- (b) Ensure the fee type used for visa pages is correct so that the Travel Document Issuance System (TDIS) will automatically add the VP1 endorsement code;
- (c) Endorsement Code VP2 is used only when an applicant requests two sets of visa page inserts to be added at the same time.
 - (i) Add Endorsement Code VP1 and then Endorsement Code VP2, making sure all fill-in text fields are complete;
 - (ii) If Endorsement Code VP2 is used, verify that the "Book

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U.S. Department of State Foreign Affairs Manual Volume 7
Consular Affairs

Endorsement Page” has been automatically set to “2”.

- (d) If a second set of visa page inserts are requested at a later date on a separate Form DS-4085, you must use Endorsement Code VP1.
- (2) The date of expiration on the TDIS adjudication screen must be changed to reflect the expiration date printed in the passport.

Endorsement Code VP 1

THIS PASSPORT WAS AMENDED ON (MON DAY, YEAR) TO ADD VISA PAGES TO PASSPORT NUMBER (PASSPORT NUMBER).

Endorsement Code VP 2

THIS PASSPORT WAS AMENDED ON (MON DAY, YEAR) TO ADD VISA PAGES TO PASSPORT NUMBER (PASSPORT NUMBER).

- (3) At Quality Control:
 - (a) Place the first few pages of the visa page insert in the printer (without peeling off the protective film strip) so that the endorsement prints on page A, and print the appropriate endorsement.
 - (b) Do not add the embossed seal on page A as the embossed seal is no longer required in light of processing changes.
 - (c) Affix the visa page insert to the book.
- b. Passport agencies/centers must not add supplemental visa page inserts to any EPDP passport issued by posts abroad for emergency travel. The applicant must apply for a replacement passport. 7 FAM 1360 Overseas Passport Issuance Program provides specific guidance.
- c. Visa page inserts should not be added to passports that contain physical damage (see 7 FAM 1373).
- d. Requests for larger books or additional visa pages with new applications (Form DS-11, Application for a U.S. Passport, and Form DS-82, Application for a U.S. Passport by Mail) may be accommodated by issuing 52 page e-passport books.

7 FAM 1330 APPENDIX V PROCEDURES FOR U.S. EMBASSIES, CONSULATES

(CT:CON-363; 03-04-2011)

- a. Adding visa pages to an existing passport: When an individual submits a Form DS-4085 requesting additional visa pages for an existing passport, you must take the following actions:
 - (1) Clear the name in CLASS;
 - (2) Record this passport service in the American Citizen Services (ACS) management system. By doing so, the information will be transmitted

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 7
Consular Affairs

automatically to the Passport Issuance Electronic Record System (PIERS) database;

- (3) Endorsement Code VP2 is used only when an applicant requests two sets of visa page inserts to be added at the same time;
 - (a) Add Endorsement Code VP1 and then Endorsement Code VP2, making sure all fill-in text fields are completed;
 - (b) If Endorsement Code VP2 is used, verify that the "Book Endorsement Page" has been automatically set to "2".
 - (4) If a second set of visa page inserts are requested at a later date on a separate Form DS-4085, you must use Endorsement Code VP1.
 - (5) Print the endorsement on the supplemental foil;
 - (6) Do not use any seal or stamp on the foil, visa page insert, or existing pages of the passport;
 - (7) Affix the foil to page A of the visa page insert, taking care to line up the top edge of the foil with the top edge of the page;
 - (8) Attach the visa page insert (containing the endorsed foil) to the passport.
- b. Requests for larger books or additional visa pages with new applications (Form DS-11, Application for a U.S. Passport, and Form DS-82, Application for a U.S. Passport by Mail) may be accommodated by requesting 52 page e-passport books in the Passport Service part of the ACS database via the OPDP program.
 - c. Do not add supplemental visa page inserts to any limited validity EPDP passport issued by posts abroad for emergency travel. The applicant must apply for a replacement passport. 7 FAM 1360 Overseas Passport Issuance Program provides specific guidance.
 - d. Posts abroad will perform quality assurance (QA) on issued visa page inserts using the ACS system.

7 FAM 1340 APPENDIX V REQUISITIONING SUPPLEMENTAL VISA PAGE INSERTS AND FOILS

(CT:CON-363; 03-04-2011)

- a. Passport Agencies and Centers:
 - (1) Passport agencies/centers are responsible for monitoring their supply of visa page inserts.
 - (2) Passport agencies/centers order visa page inserts from the Office of Strategic Planning and Cost Analysis (CA/PPT/SPCA) as required. Order them well in advance (3 weeks at least) via email to CA-PPT-SPCA@state.gov. Questions about ordering supplemental visa page inserts should be sent to CA-PPT-SPCA@state.gov. Use this e-mail address to

7 FAM 1300 Appendix V Page 4 of 5

UNCLASSIFIED (U)

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 7
Consular Affairs

follow up on or inquire about the status of your orders before your supplies run critically low.

- (3) Safeguard the visa page inserts in the same manner as blank passport books. Review the interim 2010 Internal Controls Guide for Employees prepared by the Office of Passport Integrity and Internal Controls Programs (CA/PPT/IIC). This guide will be incorporated in 7 FAH-2, Passport Services Management Handbook, which is under development.

b. U.S. Embassies and Consulates:

- (1) Posts are responsible for monitoring their supply of supplemental foils and visa page inserts.
- (2) Posts order supplemental foil sheets and visa page inserts from the Department (CA/EX/GSD) as required. Order them well in advance via email to "CA Consular Supplies" in the Global Address List (CASUPPLIES@STATE.GOV). Posts should use this same e-mail address to inquire about the status of pending orders.
- (3) Safeguard the supplemental foil sheets and visa page inserts in the same manner as blank passport books. (See 7 FAM 1366 and 7 FAH-1, Chapter 600.)